

Budget Task Force
Selectmen Meeting Minutes
January 11, 2016 – 8:00am
Truro Town Hall

Selectmen Present: Chair- Paul Wisotzky, Clerk-Maureen Burgess, Robert Weinstein

Finance Committee Present: Richard Wood, Robert Panessiti

Staff/Others: Town Administrator-Rae Ann Palmer, Town Accountant-Trudi Brazil, Library Director-Tricia Ford, Library Trustees Chair-Barbara Wood, COA Director-Susan Travers, Recreation/Beach Director-Kelly Sullivan Clark, Recreation/Beach Assistant Director-Damion Clements

The meeting was called to order by Selectmen Chair Paul Wisotzky at 8:15am. He noted that there was a quorum for the Board of Selectmen but not for the Finance Committee.

Council on Aging Budget

COA Director Travers began by confirming for Town Administrator Palmer that the increases in (5100) salary were due to union increments and steps. The overtime budget was added to salaries and wages this year. Town Administrator Palmer added that the overtime added was not truly overtime. It was money budgeted to cover if a grant (for transportation) was not received.

COA Director Travers has added a \$1000.00 insurance deductible to cover accidents which may occur with the COA vehicle.

Town Administrator Palmer started a discussion about the possibility of stopping trips into Boston. Two accidents, which have occurred since she started working in Truro, have been relatively serious and have taken place on the way to, or back from, Boston. When looking at ridership, most trips to Boston are for one person. Right now there is no vehicle, so the trips to Boston are not happening; however it is something they need to consider. COA Director Travers stated that for approximately six to eight months, seniors were encouraged to schedule their appointments in Boston on one particular day, and then the trip to Boston would be for multiple people once a week. Chair Wisotzky asked if other towns provided car service to Boston. COA Director Travers told the group that Truro and Bourne are the only towns providing that service. Mr. Panessiti asked who determined what services were provided by the COA. COA Director Travers stated that it was she who made that determination, along with the Town Administrator. Mr. Panessiti suggested looking at services provided to see if they make sense financially.

There was then a discussion about the cost of fuel.

The turnbacks consisted of grant funds and also an employee retired. The money paid to the person who replaced the retired employee is less, hence a turnback.

Mr. Panessiti asked if there were any services which COA Director Travers thought might be needed down the road. COA Director Travers believes that services should remain constant for the next couple of years. She does see an increase in services as the population ages.

Library Budget

Library Director Ford started with the 5100 budget. There is an increase, which are purely steps, longevity and overtime for one day.

There are some increases in the 5200 budget. She has increased the electricity budget by \$3000.00 to catch up with the general increase in the cost over the past year. The next two items have been on the CIP and have been transferred into the 5200. She added \$6,000.00 to replace library shelving in the children's room. She also placed \$3000.00 into the budget for a highway sign. It may not cost that much, and the total may be split between the library and the community center. \$1500.00 was also

added into this account to pay for the mailing of the newsletter. It is not an additional expense. It's traditionally been in a central town fund. If she takes advantage of "every day direct mailing" which is a service offered at the post office, the price of mailing the newsletters goes down by approximately 50%. \$2000.00 in databases which has not been included in previous years, but she has expended money in them, has been added. She also added \$100.00 additional for pest control due to the squirrel issue the library had earlier this year. \$300.00 for snow removal was added to keep the controlling unit of the splits clear of snow.

The supplies budget (5400) has stayed the same. \$10,000 is for propane and \$4,000 is for all other miscellaneous supplies.

A general discussion continued regarding various items; circulation, activities, downloadable books, etc. Ms. Wood stated that the library just completed a survey which ran from the end of June through September which involved a lot of summer people and non-resident taxpayers. She said it's very interesting to see the people the library serves and the goodwill that comes to Truro because of it. Mr. Panessiti asked how much does the library rely on the Friends of the Library. Library Director Ford stated that they pay for 100% of performances held at the library. The Friends of the Library give them over \$10,000 every year.

The final item, which has gone down, is the CLAMS fee which is close to \$20,000.00. That pays for the servers and "back of the office" items which are done out of Hyannis. It also helps pay for the subscriptions to the State-wide databases. She placed \$2000.00 in the 5700 account for professional development, mileage and so-on.

Recreation/Beach Budget

Director Clark started with the Recreation budget. The most notable change is the request for and administrative staff position, which would be part time (not eligible for benefits). Year to year she has found that there is a lot of comp time earned by her, and overtime paid to Assistant Recreation Director Clements because there is not any extra support. Director Clark then went on to describe what that administrative staff's position would entail.

Mr. Panessiti asked if the Recreation Director was meeting costs based on what is charged to participants. Recreation Director Clark stated that she was not. Director Clark talked about a document she has prepared for the Recreation Commission, discussing increasing costs for the morning and afternoon programs at summer recreation, the pre and post season programs for summer recreation, the vacation week programs and youth sports. Increasing the fees still would not cover the costs, but would narrow the gap. The increase is modest (25% increase for summer activities and an approximate 50% increase for youth sports). The general cost comes out to about \$1.25 per hour to parents for services. Mr. Panessiti is concerned about parents who place their children in a program as a substitute for daycare. Recreation Director Clark confirmed that a lot of parents do use the program as daycare. Town Administrator stated that this has been a long-standing discussion among staff. Mr. Wood suggested that the Board of Selectmen, along with the Town Administrator, talk about the opportunity of going to a tiered system for "child care". Chair Wisotzky asked that if there were an administration person hired, could Recreation implement a different pricing structure. Recreation Director Clark thought there could be a potential. Town Administrator Palmer said that they would do some research. Discussion amongst the group continued regarding what is offered currently, and ways to increase costs. Services (5200) and Supplies (5400) stayed pretty identical to last year.

Capitol went up by \$1,000.00. The use the Snow's field house at Snow's Field, for sports and they are looking to add some lockable shelving to store equipment used up there.

A conversation was then had about the stalled project which was proposed for Snow's Field.

Selectman Burgess announced at 9:32am that she needed to leave the meeting.

The Capitol budget also includes \$20,000.00 for Recreation software and \$10,000.00 for beach sticker software, which would be combined with the Transfer Station, and a new truck.

Director Clark proceeded to go over the Beach budget. There are no increases in salaries. She did increase overtime slightly (by \$300.00) because they have been paying overtime to lifeguards due to a shortage. Mr. Panessiti asked if Director Clark has considered advertising in the Truro Non Resident Taxpayers Association newsletter, to which she replied that she has, and does.

For Beach Services (5200), there is an increase in the amount budgeted for credit card transactions. A line item has been added for beach wheelchair inspections and repairs in the amount of \$800.00.

For Supplies (5400), she has added an amount for buckets and flags. There is an issue with beach fires being left smoldering and not cleaned up after. One of the solutions was to have golf flags placed where the fire is burning, and permits can be issued based on the flag so that whoever started the fire can be identified. The bucket will be used for water to extinguish the fire. She also increased the medical supply line item a bit, which will include supplies to treat marine life interactions. The startup bank was increased. Now that the pay beaches cost \$15.00, the beach personnel need fives to make change.

That money comes back in at the end of the year. The cost of signs went up a bit, but MassDOT has only been charging every other year for signs. She has also added the cost of two safes to have at the pay beaches for money drops, and money to repair a lifeguard chair.

A discussion was held regarding the possibility of charging a fee for beach fire permits.

As for Capitol, the two software programs were already discussed and the rough figures are in the budget. The truck is to replace the existing beach truck, which is rusted out and failing.

General Discussion

Chair Wisotzky mentioned that the CPC is considering coming before the Board of Selectmen to request to bond a project. The CPC has requested a meeting (through Town Administrator Palmer), with the Board of Selectmen and the Finance Committee. The CPC will be invited to a Budget Task Force meeting to have a conversation about bonding of CPC projects. Town Administrator Palmer has a concern about bonding CPC projects. There are a lot of items coming down the pike (in terms of the DPW Garage, Ballston Beach, Pamet Harbor) which the Town will probably have to bond for, and there is the need to protect the Town's debt capacity.

Chair Wisotzky adjourned the meeting at 10:04am.

Respectively submitted, Noelle Scoullar, Executive Assistant

Board of Selectmen

Paul Wisotzky – Chair

Maureen Burgess – Clerk

Robert Weinstein

Absent
Jan Worthington – Vice Chair

Absent
Jay Coburn